



HEALTH & SAFETY POLICY

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1. Aims

Our College aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the College site
- Provide adequate control of the health and safety risks arising from our work activities
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Provide adequate information, instruction, and training to enable adults and students to carry out activities in a healthy and safe manner and enable them to contribute positively to their own health and safety and that of others

2. Legislation

This policy is based on advice from the Department for Education on health and safety, guidance from the Health and Safety Executive (HSE) on incident reporting, and the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- The College follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

The College will undertake an annual internal review of this policy and a full review every three years, unless a change in legislation or significant changes in staff and practices require this to be undertaken sooner.

3. Roles and responsibilities

3.1 The Trustees Board

The Academy Trust has ultimate responsibility for health and safety matters in the College. It will oversee health and safety, as led by the Board of Trustees, but will delegate day-to-day responsibility to The Principal in accordance with the Scheme of Delegation.

At a strategic level, the Trust commission's professional support from a third-party company, Havigo, who provide the Trust with a Competent Person who is a Chartered Member of IOSH and on the occupational safety and health consultants register.

The trust has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the College premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by College activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 The Principal

The Principal is responsible for health and safety on a day-to-day basis. The Principal, while retaining the oversight, will devolve health and safety managerial responsibilities, as appropriate, to various members of staff or external bodies as detailed in this Policy, this involves:

- Implementing the health and safety policy and ensuring this policy is kept up to date and that any relevant changes are communicated to members of staff.
- Ensuring that the College buildings and premises are safe and regularly inspected
- Providing adequate training for staff
- Reporting to the Board of Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are completed and reviewed

The Principal is nominated by the Trustees Board as the 'responsible person' in respect of the Regulatory Reform (Fire Safety) Order 2005 who has the responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training. He has delegated the legal role of 'competent' person for fire safety to the Director of Finance and Estates.

3.3 Health and safety lead

The Director of Finance and Estates is the College's health and safety lead and will work alongside Havigo (as detailed in 3.2, a third-party company, Havigo, provide the Trust with a Competent Person who is a Chartered Member of IOSH and on the occupational safety and health consultants register) to ensure the College comply with their health and safety duties.

The Health and Safety Lead will be responsible for:

- Carrying out the duties of the delegated legal role of 'competent' person for fire safety.
- This person has a level of training, experience and knowledge which allows them to understand and manage fire safety
- Managing the fire precautions on a day to day basis
- Ensuring that fire risk assessments are carried out to meet statutory requirements and for

- implementing any actions necessary
- Provision and maintenance of fire alarms and fire extinguishers, including testing of fire alarms and emergency lighting on a regular basis
- Conducting daily, weekly and monthly fire checks regarding fire precautions and general fire safety
- In conjunction with the Deputy Principal, is responsible for ensuring that the fire procedures and relevant documents comply with current legislative requirements
- Ensuring that water risk assessment is conducted every 2 years to meet statutory requirements and for implementing any actions necessary
- Investigating and reporting accidents and occurrences
- Ensuring compliance with legislation for the management of asbestos containing material which includes:
 - 5 yearly Survey
 - Carry out annual inspection
 - Submit an annual report to the Trustees.
- In accordance with the Electricity at Work Regulation 1989, to ensure that: Fixed wiring of the building is inspected and tested at least every five years in accordance with the guidance under the Electricity at Work Regulations 1989 and remedial works carried out in accordance with the findings of the inspection
- All portable electrical equipment and apparatus are tested annually in accordance with the guidance provided under the legislation.
- Maintain all plant and equipment so that it is safe to use in compliance with current legislation, including:
 - Annual maintenance, testing, inspection and certification of air conditioning,
 - fume cupboards, lightening protection systems, water systems, associated pipework and water tanks which includes testing for legionella
 - Ensuring the intruder alarm system and its associated systems are serviced and maintained
 - Inspecting the premises or parts of the premises periodically to ensure that the buildings and equipment are safe and not a risk to staff, students and others
- Ensure that contractors are:
 - Made aware of known hazards that exist in the proximity of their work area and of the associated precautionary measures they must take to ensure that they work safely at the College
 - Issued with 'permits to work' for 'hot works' and 'roof works'
 - To provide risk assessment and method statements, commonly known as RAMS, prior to commencing any works
- Conduct health and safety inductions for new staff
- Providing an annual statistical report, for the Trustees on the following:
 - Accidents and first aid
 - Testing and maintenance of fire and security systems
 - Inspections and testing of plant and equipment
 - Inspection and testing of lifts
 - Site security incidents
 - Staff inductions
 - Past and future projects and alterations to the College's buildings and grounds

3.4 Deputy Principal, Assistant Principals, Directors and Associate Directors

The Assistant Principal, Directors and Associate Directors are responsible for ensuring that all curriculum-related activities in their respective areas are safe and without significant risk to health or safety. They will:

- Monitor and ensure that appropriate risk control measures are implemented, including
- plant and/or equipment introduced by a department for its particular purposes
- Devolve responsibilities through Heads of Department as appropriate, while retaining
- oversight for the respective teaching activities
- Ensure appropriate training and development in departments
- Ensure the appropriate reporting and consultation arrangements
- Ensure that the appropriate procedures, practices and records are documented
- Ensure focus on Health and Safety as part of annual professional review/SARs as appropriate.

3.5 Heads of Department (HoDs)

HoDs are to ensure that, within their curriculum area, risks to both staff and students are eliminated, wherever possible. Any residual risks must be adequately controlled by clearly identified measures. HoDs will ensure that suitable control measures are identified, implemented and maintained as necessary.

They must consult with the Director of Finance and Estates to develop the necessary standards:

- Agree, document and keep under review the appropriate arrangements
- Ensure staff, students and others are aware of the necessary controls and arrangements
- Ensure that where there are common or shared activities that suitable arrangements are agreed to ensure risks are minimized

All teaching activities must be kept under review and new activities assessed for risks at the earliest stage.

3.6 Health & Safety Committee

Terms of Reference

The Committee functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

Membership

Deputy Principal
Director of Finance and Estates
Head Caretaker
First Aid Co-ordinator

Functions

- The Committee will meet in the event of a live incident that requires an immediate reactive response and record events to an activity log.
- On a monthly basis, review key Health and Safety issues including:
 - Accidents and first aid
 - Security incidents and breaches
 - Near misses
 - Reports from any inspections
 - Risk assessments
- Provide a monthly health and safety update on the above in the College Executive meeting.
- Provide an annual Health and Safety statistical report to Trustees

3.7 Staff responsible for External Trips

Under the Management of Health and Safety at Work Regulations 1999, we have a duty to assess the risk to students' safety when going on trips and visits to other establishments as part of their curriculum activities. The trip leader is responsible for undertaking a risk assessment for each trip in order to control the risks associated with these activities and ensuring that effective control measures are in place to mitigate these risks.

3.8 Staff responsible for work-based learning/work experience placements

The College endorses the Safe Learner Concept developed by the Education Skills Funding Agency and requires that all staff who are responsible for any work-based learning or work experience will take all steps, that are reasonably practicable, to ensure that Health and Safety standards are met:

- The employer has a health and safety policy
- The employer has assessed risks, including those to young persons, and put in place control measures to reduce risks
- The employer has made adequate arrangements for dealing with accidents and incidents, including the provision of first aid
- The employer provides staff with effective supervision, training, information and instruction
- The employer provides and maintains suitable and appropriate equipment and machinery which is safe and without risks to health
- The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing
- The employer has made arrangements for fire and other foreseeable emergencies
- The employer provides a safe and healthy working environment
- The employer manages health and safety appropriately
- The employer manages learners' and young persons' health, safety and welfare, including where appropriate DBS disclosures

All students going on work-based learning or work experience should be made aware of health and safety issues in the work place and given appropriate guidance. If an employment placement does not match the criteria for Health and Safety as required by the Health and Safety at Work Act 1974, the College will not use that employer until these requirements are met.

3.9 Radiation Protection Officer/Supervisor

The College have appointed Surrey County Council as the Radiation Protection Officer (RPO).

The Radiation Protection Supervisor is responsible to the Head of Science for giving advice on the overall implementation of the Health and Safety policy in respect of ionising radiation. The advisor is responsible for:

- Advising on the observance of regulations and codes of practice relating to lasers and ionising radiation.
- The preparation of local rules, codes of practice and safe systems of work for inclusion in the Health and Safety Policy and Procedures.
- Monitoring work areas, conducting radiation surveys and initiating action, in conjunction with the Director of Finance and Estates.
- Liaising with the Radiation Protection Officer to arrange an annual advisory check of equipment including source leakage tests and to respond to any actions identified.
- Informing the Director of Finance and Estates and the fire service in advance of the nature and

degree of radiation hazards to be encountered in the event of fire.

3.10 Staff

College staff have a duty to take care of students in the same way that a prudent parent/carer would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the College on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

3.11 Students and parents/carers

Although students are not employees, as a condition of entry to Woking College, they will:

- Take reasonable care not to endanger the health and safety of themselves and of other persons affected by their acts or omissions
- Adopt safe attitudes by behaving safely in hazardous areas by setting a personal example
- Report all activity: suspected or real: of a criminal nature, unacceptable behaviour or any suspicious activity immediately to a teacher or reception.
- Co-operate fully with anyone who has duties to perform in maintaining a safe workplace
- Adhere to any College policies, instructions, procedures and systems concerning health, safety and welfare and the working environment
- Inform an appropriate member of staff of any health and safety-related problem or defect which may give rise to danger and report promptly any incidents which occur
- Not interfere with, or misuse, anything provided in the interests of health and safety
- Ensure that their ability to work has not been compromised by deliberate actions

3.12 Contractors

Contractors will agree health and safety practices with the Director of Finance and Estates before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The Director of Finance and Estates in conjunction with the Head Caretaker are responsible for the security of the College site in and out of College hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Director of Finance and Estates, the Head Caretaker, the Deputy Principal and external security company are key holders and will respond to an emergency.

5. Fire

The Principal is nominated by the Trustees Board as the 'responsible person' in respect of the Regulatory Reform (Fire Safety) Order 2005 who has the responsibility for ensuring that fire safety arrangements are adequate including fire risk assessment, fire precautions, fire evacuation arrangements and training.

He has delegated the legal role of 'competent' person for fire safety to the Director of Finance and Estates.

The Deputy Principal is the Chief Fire Marshall who is responsible for coordinating the evacuation of the buildings in the event of a fire or practice drills. Fire wardens are responsible for the orderly evacuation of their defined area, by ensuring that the floor is clear of people and reporting on the status of their area to the appropriate fire marshals in the assembly areas. In addition, all staff on duty at the time of the fire are to assist fire wardens by ensuring classrooms and other areas are cleared

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. A Fire risk assessment of the College site is conducted annually.

Emergency evacuations are practiced once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week on a Tuesday morning.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the two assembly points. These are the sports field and rear car park
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The College will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A copy of the fire wardens fire evacuation procedures is included in the Appendices.

6. COSHH

In accordance with the Control of Substances Hazardous to Health Regulations 2002, we have a duty to assess the health risks associated with the storage, use and disposal of substances which fall under these regulations including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

In any curriculum area where there are substances that are hazardous to health, COSHH risk assessments are completed by the relevant HoD in conjunction with the Director of Finance and Estates and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The relevant HoD will ensure that an inventory of all hazardous substances in that curriculum area is maintained and staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- A water risk assessment is completed annually by a third-party contractor, Watercare. They are responsible for ensuring that the identified operational controls are conducted and recorded in the College's water log book
- This risk assessment will be reviewed every annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by completing temperature checks, heating of water etc.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos and the action to take if they are concerned
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A written record is kept of the location of asbestos that has been found on Sharepoint.

7. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Director of Finance immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym or the equipment should be reported to the Estates and Facilities Team

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. Working at height

In accordance with the Work at Height Regulations 2005, the College will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estates and Facilities Team retains ladders for working at height
- Students are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The College will ensure that proper mechanical aids and lifting equipment are available in College, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking students off the College premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a College mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details
- There will always be at least one first aider on College trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the College site or any facilities will be made aware of the content of the College's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors or other staff.

14. Smoking

No smoking is allowed in the College buildings and smoking outside the buildings is only allowed in the designated smoking shelter.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow good hygiene practices

The College will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or student notifies the College that they are pregnant and appropriate measures will be put in place to control risks identified.

17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the College for responding to individual concerns and monitoring staff workloads.

Please refer to the Staff Wellbeing policy available on SharePoint.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the College for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The Director of Finance and Estates will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director of Finance and Estates will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

College staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g. from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss

events relevant to Colleges include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are supported in getting additional health and safety training from reputable third parties.

20. Monitoring

This policy will be reviewed by the Director of Finance and Estates every year. At every review, the policy will be approved by the Board of Trustees.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Disaster Recovery Policy
- Staff Wellbeing

Appendix 1

WOKING COLLEGE – FIRE PROCEDURE



In the event of an evacuation Wardens are to:

- Clear rooms and guide Students, Staff and Visitors towards nearest fire exit. (Put on your Wardens vest if you have time)
- Check rooms you are responsible for (as detailed below) and close all doors and windows if you have time.
- Ensure lifts are **not** used.
- Ensure persons with mobility problems go to the Rear Car Park assembly point.
- Guide students, staff and visitors towards one of the two Assembly points
 - Assembly point 1 – Sports Field
 - A Building
 - B Building
 - G Building
 - L Building
 - W building - Includes Refectory, Kitchen and Deakin
 - Assembly point 2 – Rear Car Park
 - M Building
 - P Building
 - S Building
 - T Building
- Report to the Fire Assembly Point Coordinator the following:
 - Fire location or any relevant information (if known)
 - Confirm what area they have cleared.

** In the event of an evacuation at the main College site, staff and students at the Community Centre will not need to evacuate and vice versa.*

Area to be cleared		Warden	Deputy Wardens	Issues/Observations	Area cleared (%)
W Ground Floor – Kitchen Evacuate to: Assembly point – Sports field	1	Caroline Fitch	Brian Oaten		
Kitchen					
W Ground Floor – Media, Beldam, ESOL, Conference Room Evacuate to: Assembly point – Sports field	2	Jenny Trimnell	Michael Fox Justine Charsley		
Refectory – W01					
Staff Office - W02					
Classrooms - W03 to W05					
Editing Suite - W06					
Boys’ Toilet outside Refectory					
ESOL Office – W07					
Beldam Theatre – W08					
Conference Room – W09					
W Ground Floor – English, Drama Studio Evacuate to: Assembly point – Sports field	3	Thomas Wheeler	Jonathan Holt Sophie Phelps		
Girls’ Toilet					
Assistant Principal Support for Learning and Wellbeing - W12					
Examination store					
Classrooms W13, W14, W15, W16, W17					
Associate Director for Enhancement and Cultural Capital – W18					
Dance Studio – W10					
Drama changing room – W11					
Boys’ Toilets in quad					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared (%)
W Ground Floor – Admin Offices, Deakin Evacuate to: Assembly point – Sports field	4	Laura Butler	Wendy Hunt Kirsty Crook		
Office – W19					
PAs' Office – W20					
Office – W21					
Staff Room –W22					
Principal's Office – W23					
Exams Office – W24					
Deputy Principal's Office – W25					
Director of Finance and Estates – W26					
Registry Office – W27					
Finance Office – W28					
Storage Room – W29, W30, W31					
Deakin – W32					
Cleaners' storeroom					
Male and Female Staff Toilets					
Gender Neutral and Disabled Toilet					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared
L Building Evacuate to: Assembly point – Sports field	5	Kevin Balenzuela	Tara Tarrant George Hitchen		
Main LRC – L01					
Classrooms – L02, L03					
Director of Learning & Teaching – L04					
IT Support Office – L05					
Careers office – L06					
Ladies and Gents toilets					
Gender Neutral and Disabled toilet					
B Building Evacuate to: Assembly point – Sports Field	6	Brian Barrett	Chloe Taylor Chris Draper		
Classrooms – B01, B02, B04, B06, B07					
Office – B03					
Staff Office – B05					
Head of Learning Support – B08					
Learning Support – B09					
A Building Evacuate to: Assembly point – Sports field	7	Becky Barnes	Jamie Smith Sam Taylor		
Reception					
Post Room – A01					
Assistant Principal – A02					
Staff Office – A03					
Classrooms - A04, A05, A06, A07 & A09					
Media Studio – A08					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared (
S Building – Ground Floor Evacuate to: Assembly point – Sports Field	8	Sam Garson	Rob Harris Emerson Hawkes		
Staff Office – S01					
Classrooms – S02, S03, S04, S05, S06, S07					
Ladies Toilet					
Gender Neutral and Disabled Toilet					
M Building Evacuate to: Assembly point – Rear Car Park	9	Paul Scott	Juan Mateu-Bueso Narag Vartanian		
Classrooms - M02 to M05, M07, M08, M10, M11, M13					
Associate Director – M06					
Art Store Room – M09					
Dark Room – M12					
Staff Office – M14					
T Building Evacuate to: Assembly point – Rear Car Park	10	John Huffman	Angharad George Frankie Hodges		
Classrooms – T01, T05 to T09, T10 to T14					
Head of Year Level - T02					
Counselling Office – T03					
Staff Office – T04					
Classrooms P01, P02, P03					
Workshop					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared
G Building (Ground and First Floor) Evacuate to: Assembly point – Sports field	11	Charles Lister	Rachel Bush Rohan Rutah		
Sports Hall					
Gym					
PE staff Office					
82A					
Plant Room (via 82A)					
Ladies and Gents toilets					
Gender Neutral and Disabled toilet					
Chair Store					
W Building – First Floor Evacuate to: Assembly point – Sports field	12	Christine Jelly	Lorraine Somersall- Weekes Rachel Farrell		
The Hub – W64					
Prayer Room – W65					
Head of Student Wellbeing – W66					
Head of Years’ office – W67					
Classroom W68					
Head of Years’ Meeting Room – W69					
Staff Office – W70					
Quiet Room - W71					
Work Experience – W72					
Classrooms - W73, W74, W75, W76					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared
W Building – First Floor Evacuate to: Assembly point – Sports field	13	Arrim Rafique	Gareth Jones Andrew Mountford		
Beldam Theatre Balcony and Control Room – W08					
Girls’ and Boys’ Toilet					
Classroom W51, W52					
Classrooms – W53, W54					
Staff Office – W55					
Staff Office – W56					
Classrooms Rooms W57, W58, W59					
Exams Access Arrangements Office – W60					
Associate Director Office – W61					
Classrooms - W62, W63					
Classroom - W77					
Staff Office – W78					
S Building – First Floor Evacuate to: Assembly point – Rear Car Park	14	John Roberts	Hazel Abbotts Sam Crawford		
Associate Director Office – S08					
Classrooms – S09, S10, S11					
Physics Prep Room					
Men’s Toilet					
Changing Rooms Evacuate to: Assembly point – Sports field	15	Matt Beattie	Kieran Smith Sam Dale		
Officials Change Room					
Disabled Toilet					
Ladies and Men’s Toilet					
Changing Rooms 1,2,3					

Area to be cleared		Warden	Deputy Warden	Issues/Observations	Area cleared
C Building – Ground and First Floor Evacuate to: Assembly point – Community Centre Car Park*	16	Claire Nevers Jo Banham	Millie Collyer Jamie Sims		
Hall – C01					
Drama Studio – C02					
Music Classroom – C03					
Staff Office – C04					
Boys and Girl's Toilets					
Classroom - C05					
Drama Studio - C06					
Office - C07					
Performing Arts Studio					
Practice Rooms – C09, C10, C11					

** In the event of an evacuation at the main College site, staff and students at the Community Centre will not need to evacuate and vice versa.*

Responsibilities

- **Fire Marshal / Assembly point Fire Coordinator - Sports Field** – Nuweed Razaq **Deputy** – Fiona Munday
 - Has a radio and wears a high visibility vest.
 - Controls and Coordinates both assembly points and gives the 'All clear'.
- **Assembly point Fire Coordinator – Rear Car Park – Stephen Winter Fuller** **Deputy** - Laura Cook
 - Has a radio and wears a high visibility vest.
 - Reports by Radio to the Fire Marshal when all Wardens have checked in and are accounted for.
- **Assembly point Fire Coordinator – Community Centre Car Park – Claire Nevers** **Deputy** – Jo Banham
 - Has a radio and wears a high visibility vest.
- **Main Reception**
 - The Receptionist is to remain at Main Reception until the Call from the Fire Monitoring Authority (East Midlands Control Centre) is received who will ask if the activation is a Real Fire or an Accidental False Alarm and if the Fire Brigade is required.
 - Maintain a radio watch of conversations.
- **Fire Controller** - Graeme Dernbach
 - Stationed near to the main Fire panel in the Plant Room to monitor the Fire Control Panel
 - Has a radio and wears a high visibility vest.
 - Co-ordinates with Emergency Response Team notifying them which call points have been activated.
 - Reset the Fire alarm.
- **Emergency Response Team** – Brett Freeman, Steve Martin and Trevor Freeman
 - Has a radio and wears a high visibility vest.
 - Investigates activated call points zone to establish if was a True or False Alarm and communicates this to the Fire Marshal
 - If in the event of a real emergency Brett Freeman will meet the Emergency services at the front gate.

- Reset the Alarm call point if a False Alarm
- **All Wardens and Deputy Wardens**
 - Report to their Assembly Point Coordinator to inform them that their areas are clear of personnel.
- **Wheelchair users on 1st floor of buildings** (Wardens are responsible for wheelchair users within their areas).
 - There are five Evacuation Chairs which are located as follows:
 - W Building – First Floor Outside ‘The Hub’ W63 (Area 12)
 - W Building – First Floor Outside room W54 (Area 13)
 - G Building – Top of the stairs (Area 11)
 - S Building – First Floor corridor (Area 14)
 - B Building – First Floor (Area 6)
 - Wardens of the above areas are responsible for ensuring that wheelchair users are evacuated using the Evacuation chair to the relevant Fire assembly areas.
 - When Wardens arrive in the assembly area, they are to immediately inform the Assembly Point Fire Coordinator of the location of the wheelchair user.